

After School Program Counselor

Rate: Starting at \$13/hour

Job Description: Responsible for planning, implementing and supervising all activities within the program assigned. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants. The Beyond the Bell program is typically held at Cherry Brook Elementary School or Canton Intermediate School and may be held at the Canton Community Center for the 2021-2022 academic school year. Beyond the Bell operates as an afterschool child care option, that allows for homework, arts and crafts, games, activities and more!

General Duties:

- Supervise and ensure well-being of all after school program participants
- Plan, implement and lead a variety of recreation activities including sports, arts and crafts, enrichment and more
- Ensure quality customer service through positive interactions with participants, staff, guardians and the public
- Maintains highest level of safety and risk management at all times
- Responds appropriately to all emergencies and reports all incidents to the appropriate supervisor.
- Assist with cleaning/disinfecting of supplies, equipment and high touch surface areas due to COVID-19.
- Other duties as assigned

Qualifications:

- American Red Cross CPR/ First Aid Certification (class available upon hire)
- Experience working with children preferred

Reports to: After School Program Supervisor, Recreation Coordinator, Recreation Supervisor and the Director of Parks and Recreation

Location: Cherry Brook Primary School in Canton, Canton Intermediate School in Canton and Canton Community Center in Canton.

Hours:

Beyond the Bell: Monday and Wednesday, predicted from 3-6pm (hours may change due to COVID-19) and hours range from 3-18 per week.

Please send application to CAO Office (4 Market Street Collinsville)

Note: Applications can be found on the Parks and Recreation website: cantonrec.org > General Info > Dept. Info > Forms Section and click on Employee Application.